

Anglo-American University Admission Policy

This Policy supersedes AAU Policy No. 17/2022

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A. Introduction

1. Scope of the Policy

This policy regulates admission to all undergraduate and graduate degree programs where Anglo-American University (AAU) is the degree-granting institution.

2. Student Types

- i. It is possible to study at AAU as a **degree-seeking** student, a short-term **visiting** student, an **auditing** student, or a **life-long learning** student.
- ii. Degree-seeking students can enter AAU as **first year students** if they have no prior academic credits at the level of study they apply for, or if they did earn such credits yet do not want to or cannot transfer them to AAU. Students with credits transferable to AAU enter as **transferring students**.
- iii. There are three categories of visiting students:
 - a) **Erasmus exchange students** come from a university with which AAU has an **Erasmus+** agreement.
 - b) **University exchange students** come from universities with which AAU has a **university exchange** agreement. Please note that students must be nominated by their home university to qualify as university exchange students.
 - c) **Study abroad students** come from other colleges/universities abroad or universities with which AAU cooperates on a non-exchange basis.
- iv. **Auditing students** are those who take courses for self-enrichment without the benefit of a grade and academic credits.
- v. **Life-long learning students** take courses for which they can earn credits but not an academic degree.

3. Deadlines

- i. AAU has a rolling admissions policy, which means that applications are accepted year-round. AAU stops accepting applications from non-visa seeking applicants for the upcoming semester two weeks before the semester starts. Students with visa requirements who are not eligible for a visa waiver are requested to apply no later than 10 weeks before the start of the term. (The official visa processing time by Czech authorities is 60 to 120 days from an interview at the Czech embassy or consulate, however, delays are not uncommon.) Applicants who submit the application later will either have to request an exception or be considered for admission to the following term. An exception can apply to students who will start their studies under US accreditation only, as they can start their studies online. Students admitted only to the US-accredited degree program should apply for the visa type “other.” Students admitted to the US and Czech accredited degree should apply for the visa type “study.” Visiting students (one semester/one year only) should apply for the visa type “study.” Submitting an application for the wrong visa type will result in visa rejection.
- ii. The specific application deadlines for each year will be posted on the AAU website.
- iii. Admitted applicants can commence their studies either at the beginning of regular fall intake (end of August or beginning of September), or spring intake (February). Study abroad and auditing applicants can also enroll in the shortened winter (January) and summer (late May or June) terms. Special deadlines apply to Erasmus and University exchange students who must submit their applications for the fall term by **May 31** and for the spring term by **November 15**.
- iv. All degree-seeking prospective applicants are required to fully submit the application and reach the interview stage within 90 days from the date they have initiated the application in the application

portal. The application is not considered fully submitted until the interview stage is reached. Incomplete applications that are not fully submitted on time will be cancelled.

B. Admission Procedure

1. Application

- i. The application procedure starts with the online application submitted via the [AAU Application Portal](#). There is a \$50/€50/CZK1000/¹ application fee. Students are required to submit all the required documents saved in PDF directly through the AAU Application Portal. AAU also accepts applications through the platform. Students applying through Common app will have to submit additional documents via email.
- ii. After AAU receives the application fee payment, the applicant's documents are reviewed. The Admissions Counselor reserves the right to request additional information or documentation if deemed necessary.
- iii. Upon successfully submitting all required documents (original or scanned) in a correct format, the application will be considered fully submitted and an interview will be scheduled with the applicant and the Dean's Office responsible for the program the applicant is applying to. Relevant experience, interest in the field, future goals, motivation to succeed, and language skills of the applicant will be assessed. Visiting students are not required to complete an interview.

2. Admission

- i. The Dean or Vice Dean of the school of study of the program to which the applicant applied makes the decision on admission of degree-seeking students. In all other cases, admission decisions are made by the Dean of Students. In case the relevant Dean or Vice Dean is not available (vacation etc.), the decision can be made by any available Dean or Vice Dean, following this order: School of Business Administration, School of Arts, Humanities and Social Sciences, School of International Relations and Diplomacy, Dean of Students.
- ii. The admission decision will be communicated to the applicant within one week of the interview or completion of the application, should an interview not be necessary. The decision is delivered to the applicant by means of the electronic information system if the applicant agreed to this method of delivery in the application. Otherwise, it is delivered in person or by means of mail service providers. The admission is valid for the semester marked in the decision (Erasmus and University exchange students) or for the semester marked in the decision and the subsequent two semesters, totaling in one year (degree-seeking and study abroad students). If an applicant is not able to matriculate and start their studies within these deadlines, the admission decision expires, and the student must reapply.
- iii. If the applicant fulfills all the relevant requirements set forth by AAU, the applicant will be **admitted**.
- iv. Applicants who have not yet completed their prior education but otherwise have fulfilled all of the relevant admission requirements will be **provisionally admitted**. Upon submitting proof of completion of their prior education, the status will be adjusted to be admitted. **Only admitted students can commence their studies at AAU**. If the applicant fails to be admitted by the start of the semester marked in the decision on provisional admission, the applicant will be **rejected**. The applicant can appeal the decision in writing to the President within thirty (30) days of the

¹ Please note that Erasmus and University exchange students are waived from the application fee. The waiver may apply to other visiting students based on special agreements with the University.

receipt of the decision. The outcome of the appeal is dependent on the submission of the required documents set forth in this document.

- v. If the applicant's application receives a negative evaluation (including failure to attend an admission interview), the applicant will be **rejected**. The applicant may appeal the decision in writing to the President/Dean within thirty (30) days from its receipt. The applicant should e-mail the appeal letter to the Admissions Office at admissions@aauni.edu. This will be the contact for any appeal questions. Negative decision for compliance with the internal regulations and admission requirements will be reviewed. AAU may also **postpone** the admission decision and request additional documents, or an additional interview, should any doubts about the authenticity or accuracy of the provided information arise.
- vi. By default, degree-seeking students are admitted to the US-accredited degree program. To be admitted also as degree-seeking students to the Czech-accredited degree program, they must submit authenticated hard copies of documents proving the previous qualification (see below). **Applicants cannot be admitted provisionally within the Czech accreditation.**

3. Registration and Matriculation

- i. To register for courses, degree-seeking, visiting, and auditing students must contact the academic advisor assigned to the program or the Assistant Dean of the relevant school of study. The advisor will guide the student through the available options and the registration process. The deadline for registration coincides with the end of the add/drop period of the term the applicant is applying to.
- ii. Admitted degree-seeking, exchange and study abroad applicants **matriculate** on the first day of the first semester in which they have registered courses or on the day of course registration (whichever comes last). Auditing students do not matriculate and are not eligible for any document confirming their studies at AAU.
- iii. Degree-seeking students who do not provide authenticated documents proving completion of previous studies before matriculation are **conditionally matriculated**. Students should submit the documents at the earliest convenience. Conditional matriculation lasts until the authenticity of the documents has been proven according to the standards defined below but no later than by the end of the first semester. Any interruption of studies does not extend this period. Students who fail to submit the authenticated documents, are not entitled to receive official AAU transcript. Failure to prove authenticity of the documents will be considered a violation of AAU's Academic Codex and will lead to termination of studies. **Students who prove authenticity of the documents regarding previous qualification yet do not have them recognized as equal and valid in the Czech Republic under Act 561/2004 Coll. (undergraduate students) or Act no. 111/1998 Col. (graduate students) or the respective intergovernmental agreement (see sections Previous Qualification below), may only be matriculated to US-accredited degree program. Such students will not be entitled to all tax and other benefits pertaining to students studying in a Czech-accredited degree program and will not acquire student status under local legislation. For record keeping purposes under Act no. 111/1998 Col., such students will be automatically registered as students of lifelong learning programs within AAU's accredited degree programs.**
- iv. Students admitted to a Czech-accredited degree program matriculate on the first day of the first semester in which they have registered for courses, or on the day of course registration, or on the day of admission (whichever comes last). **Students cannot matriculate conditionally to a Czech-accredited degree program.**
- v. To finalize matriculation, students are required to electronically sign the University Student Agreement. Any alterations in their status or accreditation requires the signing of a new University Student Agreement. This condition is obligatory for all students, and failing to sign the University Student Agreement within the given semester it was sent to the student will result in the same

consequence as the failure to provide authenticated documents to AAU (refer to Section B point 3 iii).

4. Payment Information

- i. In order to complete registration, newly admitted students must pay the total tuition and all applicable fees for the upcoming semester. They will receive a detailed invoice which contains the exact amount due and payment method details upon admission. AAU can issue the documents necessary to start the visa application procedure only after full payment is received. Since the visa procedure may take from 60 to 120 days from the day of submitting the documents at the respective embassy, visa-seeking students must process the payment as soon as possible. The confirmation of studies for visa purposes is not valid more than 180 days from the issuing date. Students admitted only to the US accredited degree program, should apply for the visa type “other” for educational purposes. Students admitted to the US and Czech accredited degree programs should apply for the visa type “study”.
- ii. In case of receiving one of AAU’s Scholarships for new incoming students, a new invoice with adjusted price will be issued. If the student has already submitted the tuition payment in full prior to the scholarship deduction, the excess sum will be kept on their AAU account and can be applied to their tuition cost in the future or transferred back to the sender. More information on AAU’s Scholarships can be found in the Scholarship Policy.
- iii. Should the applicant’s visa be rejected for reasons beyond the student’s control, the applicant may request a full tuition refund. The applicant must submit the official decision issued from the respective embassy to the Admissions Office within 30 days of the visa rejection. If the student has commenced the studies in the meantime and/or did not drop the classes once the semester starts, tuition refund will not be possible, nor is it possible to drop all classes the student has registered for. In the case of other serious reasons preventing the applicant from beginning their studies, AAU requires a written personal statement detailing those reasons to be submitted to the Admissions Office together with the supporting documentation no later than the start of the given semester the student was admitted to. If the student has commenced the studies in the meantime and/or did not drop the classes once the semester starts, tuition refund will not be possible, nor is it possible to drop all classes the student has registered for. Full tuition refund is not guaranteed; therefore, applicants should submit the tuition payment and all applicable fees only if they are fully committed to AAU. The full refund policy can be found in AAU’s Financial Policy.
- iv. New degree-seeking students are required to pay and register for a minimum of five classes in their first semester. Requests for exception to register for fewer classes must be submitted to the Admissions Director and CFO, accompanied by a valid reason and explanation for consideration; except for unique cases where classes are not available for registration. In the event of refunds for new degree-seeking students, dropping classes without replacement will not be eligible for consideration.

C. Requirements for Undergraduate Degree-Seeking Applicants

1. English Proficiency

- i. All applicants must prove proficiency in the English language at level B2 of the Common European Framework of Reference for Languages (CEFR) for enrollment in undergraduate programs.
- ii. Degree-seeking applicants must prove their proficiency by submitting a sufficient score from one of the following English language proficiency tests:
 - a) TOEFL (iBT min. 71, PBT min. 525)
 - b) IELTS (min. overall 6 plus the minimum of 5.5 in each subtest)

- c) FCE (min. C)
 - d) CAE (min. 160)
 - e) BULATS (min. 60)
 - f) City & Guilds - IESOL (Communicator, B2, First class pass)
 - g) Pearson PTE (min. 59)
 - h) IGCSE First Language English (C or better)
 - i) IGCSE English as a Second Language (B or better)
 - j) IB (English C or better at HL/SL)
- iii. Applicants eligible for a waiver of the English proficiency requirement must meet one of the following criteria:
- a) complete a minimum of twelve months of academic education leading to an awarded qualification, in a “majority English speaking” country (see below), no more than two years prior to the proposed date of enrollment, or
 - b) complete high school education in an institution accredited by an officially recognized authority in a “majority English speaking” country (see below),
 - c) EU and EFTA* citizens who achieve a score equivalent to level B2 or higher in the school leaving examination (maturita or equivalent) English language exam. Prior to receiving the final results, these students are permitted to attend AAU Interview with the Dean’s Office.
 - d) complete the International Baccalaureate Diploma (IB) Programme.

* Including students from: Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro, and Serbia

These applicants must demonstrate their English proficiency within an AAU admissions interview. AAU reserves the right to request an English Proficiency exam score if deemed necessary.

- iv. The following countries are considered majority English speaking:
- | | |
|------------------------|-----------------------------------|
| a) Antigua and Barbuda | k) Jamaica |
| b) Australia | l) New Zealand |
| c) Bahamas | m) St. Kitts and Nevis |
| d) Barbados | n) St. Lucia |
| e) Belize | o) St. Vincent and the Grenadines |
| f) Canada | p) South Africa |
| g) Dominica | q) Trinidad and Tobago |
| h) Grenada | r) USA |
| i) Guyana | s) UK |
| j) Ireland | |
- v. Entry Level Assessments
- (a) Once students are admitted and have made their tuition payment, they must take the Entry Level Assessment of Written Communication (Students in the School of Business Administration must also take a Mathematics Placement test). The assessment has two primary goals:
 - to conduct an analysis of language, reading comprehension and writing skills, and
 - placement in the appropriate Composition course level (COM 099, COM 101, COM 102).
 - (b) The assessment is taken online. It does not affect students’ GPA; however, as it is used for placement, it should be taken seriously. The assessment must be completed as soon as possible after you receive the instructions from the Admissions Office via email.

2. Previous Qualification

- i. AAU accepts proof of previous qualification issued in the Czech, English, or Slovak language. Documents issued in other languages must be officially translated into Czech or English language by a certified translator. The sheets of paper with the translation must be attached with verified copies of the documents they relate to in such a way that makes it impossible to swap or replace the sheets with the translation. Translations attached to non-authenticated copies of documents will not be accepted.
- ii. **While a scan of the documents listed below is sufficient for application, admission, registration of courses and conditional matriculation, only the authenticated hard copy entitles the student to continue studying in subsequent semesters. For Czech-accredited degree programs, admission and matriculation are not possible without the authenticated hard copy.** Within U.S.-accredited degree programs, scans of the diploma and transcript are acceptable and sufficient for matriculation, if complemented by a certificate that generally recognizes equality and validity of the foreign high school diploma obtained under Act 561/2004 Coll. (so called nostrification certificate²). Students who fail to submit authenticated hard copies of their diploma and transcript as required by this policy, will not be able to receive the official AAU Transcript.
- iii. Undergraduate applicants must present evidence of completion of their **secondary education**. The type of the evidence differs according to the country of the secondary education and according to what degree program applicants seek. AAU holds both U.S. and Czech accreditation for most of its undergraduate degree programs. This means that AAU diploma is automatically valid both in the U.S. and the Czech Republic. However, the document submission requirements are more complex for Czech-accredited degree programs.
 - (a) Documents required for admission to a US-accredited degree program:
 - High School Diploma or an equivalent document (such as IB diploma, A levels³ certificate, GED certificate, Ukrainian diploma with ZNO/NMT, etc.) that entitles its holder to apply for admission to university studies in the country under which jurisdiction the document was issued, and
 - document detailing the contents and scope of completed previous education (High School Transcript).
 - (b) Documents required for admission to Czech-accredited degree programs:
 - Czech High School Diploma (“vysvědčení o maturitní zkoušce”), or
 - German High School Diploma (“Zeugnis der Allgemeinen Hochschulreife”), or
 - Hungarian High School Diploma (“érettségi bizonyítvány”), or
 - Polish High School Diploma (“swiadectwo dojrzałości”), or
 - Slovak High School Diploma (“vysvedčenie o maturitnej skúške”), or
 - Slovenian High School Diploma (“Spričevalo o Splošni/Poklicni maturi”), or
 - European Baccalaureate diploma, or
 - certificate that generally recognizes equality and validity of the foreign high school diploma obtained under Act 561/2004 Coll., also known as the Nostrification Certificate. Nostrification Certificates obtained outside of the Czech Republic are invalid.
- iv. If needed, the University may require the applicant to submit the following additional documents:
 - a) additional information concerning the contents and scope of foreign secondary education,
 - b) additional information that the study program was offered by an institution authorized to provide education comparable with the secondary education under the Act 561/2004 Coll.;

² Nostrification certificates are issued by Czech authorities and the procedure may require passing comparative examinations in selected secondary school subjects. AAU is ready to help applicants with this procedure.

³ Anglo-American University recognizes Cambridge International A Levels for matriculation purposes and welcomes applicants who achieve a minimum of three (3) full A Level subjects in 1 academic year with grade C or above. AS Levels, O Levels, IGCSEs and GCSEs are not accepted.

- c) a statement of the relevant foreign secondary school or other relevant foreign body certifying that the applicant who completed a secondary educational program at the relevant secondary school is entitled to apply for admission to university at the country under which jurisdiction the document was issued.

3. Authenticity of Documents

The means by which the authenticity of documents must be proven depends on the country where the document was issued. Below is a table providing all details for respective countries.

Education completed in	Documents required
Afghanistan, Albania, Algeria, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cuba, Cyprus, Czech Republic, France, Germany, Georgia, Greece, Hungary, Kyrgyzstan, Macedonia/FYROM, Moldova, Mongolia, Montenegro, People's Republic of Korea (North Korea), Poland, Romania, Russia Federation, Serbia, Slovakia, Slovenia, Spain, Syria, Switzerland, Ukraine, Uzbekistan, Vietnam, Yemen.	Original High School Diploma and High School Transcript* or their copies authenticated by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service.
Australia, Canada, Denmark, Estonia, Finland, Great Britain and its territories (i.e., Jersey, the Bailiwick of Guernsey, the Isle of Man, Anguilla, Bermuda, British Antarctic Territory, British Virgins Islands, British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and South Sandwich Islands, Turks and Caicos Islands), Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands and its territories (i.e., the Netherlands Antilles, Aruba), New Zealand, Norway, Portugal, Sweden, the United States of America and its territories (i.e., American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands of the United States).	<p>Students may choose from three options:</p> <p>1) Copy of High School Diploma and High School Transcript* with an Apostille. An Apostille is a certificate that authenticates the origin of a public document. It is issued by a competent authority of the state in which the diploma was issued (the so-called Apostille authorities). The list of Apostille authorities is available from the website of the Hague Conference at https://www.hcch.net/en/states/authorities</p> <p>OR</p> <p>2) Original High School Diploma and High School Transcript sent to AAU in a sealed envelope by the relevant school or submitted by the applicant in an envelope sealed by the foreign secondary school.</p> <p>OR</p> <p>3) Original High School Diploma and High School Transcript* or their copies authenticated by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service, AND confirmation that the applicant is a graduate of a foreign secondary school sent electronically by a relevant representative of the school to AAU, or confirmation that the applicant is a graduate of a foreign secondary school accessible through an official electronic portal of the school. (Please note that without confirmation, submission by one of the above two methods of authentication for this group is required.)</p>

<p>Andorra, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Burundi, Cabo Verde, Chile, China – only Hong Kong and Macao (legalization is required in the case of other territories of China), Colombia, Cook Islands, Costa Rica, Democratic Republic of São Tomé and Príncipe (from 15 July 2008), Dominica, Dominican Republic (authentication by Apostille clause from 30 August 2009), Ecuador, El Salvador, Faroe Islands, Fiji, French territories (i.e., French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Komodo Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (from 7 April 2002 – up to this date it was covered under Great Britain), Guatemala, Honduras, Iceland, India, Indonesia, Israel, Jamaica, Japan, Kazakhstan, Republic of Korea (South Korea), Kosovo, Lesotho, Liberia, Liechtenstein, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Niue, Oman, Palau, Panama, Paraguay, Peru, Philippines, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Saudi Arabia, Senegal, Seychelles, Singapore, Suriname, Swaziland, Tajikistan, Tonga, Trinidad and Tobago, Türkiye, Uruguay, Vanuatu, Venezuela, Republic of South Africa.</p>	<p>Copy of High School Diploma and High School Transcript* with an Apostille. An Apostille is a certificate that authenticates the origin of a public document. It is issued by a competent authority of the state in which the diploma was issued (the so-called Apostille authorities). The list of Apostille authorities is available from the website of the Hague Conference at https://www.hcch.net/en/states/authorities</p>
<p>Other states</p>	<p>Superlegalized High School Diploma and High School Transcript*. Superlegalization means that the authenticity of signatures and stamps on the original documents is verified by the Ministry of Foreign Affairs (or by the relevant body) of the state where the secondary school document has a registered address, and by the relevant embassy of the Czech Republic. Czech Embassy/Consular contacts can be found at https://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html</p>

* High School Transcript or university transcript can be considered original if sent directly by high school or university via a secured online portal or downloaded by the Admissions Office/Student Services Center using a secured portal provided by the school.

4. Academic Preparedness

- i. Academic preparedness must be demonstrated in the interview and the personal statement. AAU looks for students who show initiative, motivation, leadership, persistence, and service to others.
- ii. In the personal statement, applicants should write about their academic, personal, and extracurricular achievements. The personal statement must be written in the students' own words and reflect their own opinions. Plagiarism of any part of the personal statement, which includes using someone else's work or using AI to generate content without proper attribution, is considered a serious violation of academic integrity and will result in rejection of the application.
- iii. In order to do well in the admission interview, students must provide accurate information and demonstrate sufficient preparedness to succeed in the program of study.

5. List of Required Documents Submitted with the Application

- a) CV/Resume
- b) Personal statement
- c) Language exam results (unless the applicant qualifies for an English exam waiver)
- d) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- e) Passport size photo
- f) High School Transcript (transferring students must also provide a transcript from the previous higher education institution, sent directly by the previous school to AAU)

- g) High School Diploma
- h) Optional: ACT or SAT score (welcome as a supportive document).

D. Requirements for Graduate Degree-Seeking Applicants

1. English Proficiency

- i. All applicants must prove proficiency in the English language at level C1 of the Common European Framework of Reference for Languages (CEFR) for enrollment in graduate programs.
- ii. Degree-seeking applicants must prove their proficiency by submitting a sufficient score from one of the following English language proficiency tests:
 - a) TOEFL (iBT min. 87, PBT min. 567)
 - b) IELTS (min. 7)
 - c) CAE (min. C)
 - d) CPE (min. C1)
 - e) BULATS (min. 75)
 - f) City & Guilds – IESOL (expert, C1)
 - g) Pearson PTE (min. 76)

- iii. Applicants for a waiver of the English proficiency requirement must meet one of the following criteria:

- a) complete a minimum of twelve months academic education leading to an awarded qualification, in a “majority English speaking” country (see below), no more than two years prior to the proposed date of enrollment, or
- b) complete high school or Bachelor’s-level education in an institution accredited by an officially recognized authority in a “majority English speaking” country (see below), or
- c) EU* students who achieve a score equivalent to level B2 or higher in the school leaving examination (maturita or equivalent) English language exam.

* Including students from: Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro, and Serbia.

These applicants must demonstrate their English proficiency within an AAU admissions interview. AAU reserves the right to request an English Proficiency exam score if deemed necessary.

- iv. The following countries are considered majority English-speaking:
 - a) Antigua and Barbuda
 - b) Australia
 - c) Bahamas
 - d) Barbados
 - e) Belize
 - f) Canada
 - g) Dominica
 - h) Grenada
 - i) Guyana
 - j) Ireland
 - k) Jamaica
 - l) New Zealand
 - m) St. Kitts and Nevis
 - n) St. Lucia
 - o) St. Vincent and the Grenadines
 - p) South Africa
 - q) Trinidad and Tobago
 - r) USA
 - s) UK

- v. Entry Level Assessments

- (a) Once students are admitted and have made their tuition payment, they must take the Entry Level Assessment of Written Communication (Students in the School of Business Administration must also take a Mathematics Placement test). The assessment has two primary goals:
 - to conduct an analysis of skills in areas of language, reading comprehension and writing skills and

- placement in the appropriate Composition course level (COM 099, COM 101, COM 102).

(b) The assessment is taken online. It does not affect students' GPA; however, as it is used for placement, it should be taken seriously. The assessment must be completed as soon as possible after you receive the instructions from the Admissions Office via email.

2. Previous Qualification

- i. AAU accepts proofs of previous qualification issued in the Czech, English or Slovak language. Documents issued in other languages must be officially translated into Czech or English language by a certified translator. In case that the certified translation is performed by a certified translator of other than Czech nationality, the sheets of paper with the translation must be attached to the verified copies of the documents they relate to in such a way that makes it impossible to swap or replace the sheets with the translation. Translations attached with non-authenticated copies of documents will not be accepted.
- ii. **While a scan of the documents listed below is sufficient for application, admission, registration of courses and conditional matriculation, only the authenticated hard copy documents entitle the student to continue studying in subsequent semesters. For Czech-accredited degree programs, admission and matriculation are not possible without the authenticated hard copy.** For US-accredited degree programs, scans of diploma and transcript are acceptable and sufficient for matriculation, if complemented by a certificate that generally recognizes foreign university education in the Czech Republic obtained under sections 89 and 90 of the Act no. 111/1998 Col. or obtained according to the prior legal regulations. Students who fail to submit authenticated hard copies of their diploma and transcript as required by this policy, will not be able to receive the official AAU Transcript.
- iii. Graduate applicants must present evidence of completion of their undergraduate studies. The type of the evidence differs according to the country of education and according to what accreditation applicants seek. AAU holds both U.S. and Czech accreditation for most of its graduate degree programs. This means that AAU diploma is automatically valid both in the U.S. and the Czech Republic. However, the document-submission requirements are more complex for Czech-accredited degree programs.
 - (a) Documents required for admission to US-accredited degree programs:
 - University Diploma and Transcript
 - (b) Documents required for admission to US+Czech-accredited degree programs:
 - Czech, German, Hungarian, or Polish University Diploma, or
 - Slovak University Diploma (with the exception of diplomas issued by Czech branches of Slovak universities after 28 March 2015), or
 - Slovenian Master's diploma, or
 - document that generally recognizes foreign university education in the Czech Republic obtained under sections 89 and 90 of the Act no. 111/1998 Col. or obtained according to the prior legal regulations, , also known as the Recognition Certificate. Recognition Certificates obtained outside of the Czech Republic are invalid.
- iv. If needed, the University will require the applicant to submit additional information concerning the contents and scope of the foreign university study.

3. Authenticity of Documents

The means by which the authenticity of documents must be proven depends on the country where the document was issued. Below is a table providing all details for respective countries.

Education completed in	Documents required
<p>Afghanistan, Albania, Algeria, Austria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Czech Republic, Montenegro, France, Georgia, Germany, Yemen, Croatia, People’s Republic of Korea (North Korea), Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/FYROM, Moldova, Mongolia, Poland, Romania, the Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam</p>	<p>Original University Diploma and Transcript* or their copies authenticated by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service.</p>
<p>Australia, Canada, Denmark, Estonia, Finland, Great Britain and its territories (i.e., Jersey, the Bailiwick of Guernsey, the Isle of Man, Anguilla, Bermuda, British Antarctic Territory, British Virgins Islands, British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and South Sandwich Islands, Turks and Caicos Islands), Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands and its territories (i.e., the Netherlands Antilles, Aruba), New Zealand, Norway, Portugal, Sweden, the United States of America and its territories (i.e., American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands of the United States)</p>	<p>Students may choose from three options:</p> <p>1) Copy of University Diploma and Transcript* with an Apostille. An Apostille is a certificate that authenticates the origin of a public document. It is issued by a competent authority of the state in which the diploma was issued (the so-called Apostille authorities). The list of Apostille authorities is available from the website of the Hague Conference at https://www.hcch.net/en/states/authorities</p> <p>OR</p> <p>2) Original University Diploma and Transcript* sent to AAU in a sealed envelope by the relevant university or submitted by the applicant in an envelope sealed by the university.</p> <p>OR</p> <p>3) Original University Diploma and Transcript* or their copies authenticated by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service, AND confirmation that the applicant is a graduate of a foreign secondary school sent electronically by a relevant representative of the school to AAU, or confirmation that the applicant is a graduate of a foreign secondary school accessible through an official electronic portal of the school. (Please note that without confirmation, submission by one of the above two methods of authentication for this group is required.)</p>
<p>Andorra, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Burundi, Cabo Verde, Chile, China – only Hong Kong and Macao (legalization is required in the case of other territories of China), Colombia, Cook Islands, Costa Rica, Democratic Republic of São Tomé and Príncipe (from 15 July 2008), Dominica, Dominican Republic (authentication by Apostille clause from 30 August 2009), Ecuador, El Salvador, Faroe Islands, Fiji, French territories (i.e., French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Komodo Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (from 7 April 2002 – up to this date it was covered under Great Britain), Guatemala, Honduras, Iceland, India, Indonesia, Israel, Jamaica, Japan, Kazakhstan, Republic of Korea (South Korea), Kosovo, Lesotho, Liberia, Liechtenstein, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Niue, Oman, Palau, Panama, Paraguay, Peru, Philippines, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Saudi Arabia, Senegal, Seychelles, Singapore, Suriname, Swaziland, Tajikistan, Tonga, Trinidad and Tobago, Türkiye, Uruguay, Vanuatu, Venezuela, Republic of South Africa.</p>	<p>Copy of University Diploma and Transcript* with an Apostille. An Apostille is a certificate that authenticates the origin of a public document. It is issued by a competent authority of the state in which the diploma was issued (the so-called Apostille authorities). The list of Apostille authorities is available from the website of the Hague Conference at https://www.hcch.net/en/states/authorities</p>

Other states	Superlegalized University Diploma and Transcript*. Superlegalization means that the authenticity of signatures and stamps on the original documents is verified by the Ministry of Foreign Affairs (or by the relevant body) of the state where the bachelor university document has a registered address, and by the relevant embassy of the Czech Republic. Czech Embassy/Consular contacts can be found here .
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* University Transcript can be considered original if sent directly by the university via secured online portal or downloaded by the Admissions Office/Student Services Center using secured portal provided by the university.

4. Academic Preparedness

- i. Academic preparedness must be demonstrated in the interview and the personal statement. AAU looks for students who show initiative, motivation, leadership, persistence, and service to others.
- ii. In the personal statement, applicants should write about their academic, personal, and extracurricular achievements. The personal statement must be written in the students' own words and reflect their own opinions. Plagiarism of any part of the personal statement, which includes using someone else's work or using AI to generate content without proper attribution, is considered a serious violation of academic integrity and will result in rejection of the application.
- iii. In order to do well in the admission interview, students must provide accurate information and demonstrate sufficient preparedness to succeed in the program of study.

5. List of Required Documents Attached to the Application

- a) CV/resumé
- b) Personal statement
- c) Language exam results (unless the applicant qualifies for an English exam waiver)
- d) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- e) Passport size photo
- f) University transcript
- g) University diploma
- h) 2 letters of recommendation sent directly to AAU – the applicant is required to provide referee contact information, specifically the e-mail of two referees. The Admissions Counselor will then contact to the reference directly to request the recommendation letters.
- i) Optional: GRE score (as a supportive document)

E. Requirements for Study Abroad Applicants

1. English Proficiency

Study abroad applicants must meet the same requirements as degree-seeking students. Should they fall short of the required English proficiency test score and not qualify for a waiver then they may be allowed to demonstrate sufficient English proficiency in an interview with a designated AAU official. Upon the approval of AAU President, specific requirements can be agreed on the basis of bilateral agreements between institutions.

2. Previous Qualification

No evidence of prior education is required.

3. Academic Preparedness

Academic preparedness must be proven by a transcript with no less than 15 semester credits (30 ECTS) and an overall GPA of 2.5 or higher from a home university. Students with a lower GPA may apply for a GPA waiver by submitting a personal statement and two letters of recommendation. Upon the approval of the AAU President, specific requirements can be agreed on the basis of bilateral agreements.

4. List of Documents Submitted with the Application

- a) Official transcript
- b) Language exam results (if required)
- c) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- d) Passport size photo

F. Requirements for Erasmus and University Exchange Students

1. English Proficiency

Exchange students are selected and nominated by their home university based on its internal requirements. AAU admits all nominated students within the limits set forth in respective bilateral agreements.

2. Previous Qualification

No evidence of prior education is required.

3. Academic Preparedness

Exchange students are selected and nominated by their home university based on its internal requirements. AAU admits all nominated students within the limits set forth in respective bilateral agreements.

4. List of Documents Attached to the Application

- a) Completed Learning Agreement (only Erasmus exchange)
- b) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- c) Passport-size photo

G. Requirements for Auditing Students

1. English Proficiency

There are no requirements.

2. Previous Qualification

No evidence of prior education is required.

3. Academic Preparedness

There are no requirements.

4. List of Documents Attached to the Application

- (a) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)

- (b) Passport size photo

H. Requirements for Life-Long Learning Students

- i. For Life-Long Learning students in the U.S. accredited degree program, according to section C. of the Life-Long Learning policy, the same admission criteria apply as for Undergraduate degree-seeking students according to section C. of the Admission Policy.
- ii. For other Life-Long Learning students, the following admission criteria apply:

1. Language Proficiency

Proficiency in the language of instruction of the relevant Life-Long Learning program at level B2 of the Common European Framework of Reference for Languages (CEFR) is recommended, but no proof is required.

2. Previous Qualification

No evidence of prior education is required.

3. Academic Preparedness

There are no requirements.

4. List of Documents Attached to the Application

There are no requirements.